

COMMUNITIES IN SCHOOLS of KALAMAZOO

Youth Development Worker

Position Title: Youth Development Worker – PART TIME

Reports to: After School Coordinator

RESPONSIBILITIES

This position is responsible for providing delivery of after school programming for Communities In Schools Kalamazoo (funded by 21st Century Community Learning Centers) at eleven elementary and four secondary sites in the Kalamazoo Public Schools. A YDW is responsible for creating and facilitating programming for students. S/he works closely with other youth development workers, instructional leads, and the after school coordinator to ensure that programming runs smoothly and is delivered in an effective manner on a daily basis. Reports directly to the After School coordinator and perform other duties related to 21CCLC as needed.

Other responsibilities include:

- Attend all mandatory trainings as required and other trainings upon availability.
- Develop age-appropriate activities and/or clubs related to reading, writing, math, and CIS selected themes.
- Manage and address student behavior.
- Serve as a positive role model for youth.
- Assist students with assigned homework.
- Responsible for participating in data evaluation and collection.
- Monitor and comply with Michigan childcare regulations for compliance to maintain quality standards.
- May occasionally be asked to be a part of special groups (i.e., work groups) or standing committees.
- Assist with and participate in continuous program quality improvement.
- Exhibit a commitment to the values expressed in CIS mission and vision.
- Maintain the confidentiality of all CIS related information.
- Support the college-going culture within the Kalamazoo community.
- May occasionally participate in community awareness and public relations activities.
- Attend CIS meetings and other events as requested.
- Work effectively with the site team as well as volunteers and partners/providers.

WORK HOURS

Position is part-time and works approximately 3.5 hours per day, 17.5 hours per week from September –June. Regular program hours/days are after-school Monday through Thursday and staff development on Friday (times vary by school).

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- High School Diploma with relevant experience required; post-secondary courses/degree in relevant field strongly desired (i.e. Youth Development, Childcare Administration, Education, Recreation, etc.)
- Strong appreciation for candidates with math and/or literacy backgrounds.
- Demonstrated experience working in youth development program(s).
- Ability to interpret, comprehend and transmit complex and detailed instructions.
- Ability to pay close attention to and manage details while maintaining a focus on the big picture.
- Ability to organize, prioritize and work independently as well as produce work in a timely manner.
- Knowledge of Child Care Licensing Rules and the MDE 21st Century Community Learning Centers Grant.
- Excellent oral and written communication skills, as well as interpersonal skills.
- Understands and embraces diversity and inclusiveness in thought, word, and actions. Exemplifies these values.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Interested and qualified candidates should submit a letter of introduction and a current resume to dkievit@ciskalamazoo.org

